CM/ECF	Chapter II
External User's Guide	Case Opening
	Section 1.4.6
U.S. Bankruptcy Court, Southern District of Florida	Declaration Re: Electronic Filing

IV. File Declaration Re: Electronic Filing (required with ALL new cases).

Registered users must file the local form "Declaration Under Penalty of Perjury to Accompany Petitions, Schedules and Statements Filed Electronically" ("Declaration") with each initial petition or amended petition. Further, it must be submitted with each electronically filed initial or amended schedule and statement of financial affairs not included with the initial petition unless these documents contain an imaged signature of the debtor. Failure to file this form will result in dismissal of the case.

- STEP 1 Select **Bankruptcy** from the main menu.
- STEP 2 The **Bankruptcy Events** screen will display.

Click Attorney-Filed Documents.

STEP 3 The **Case Number** screen will display.

Enter the complete case number. This field will default to the last case number entered by the registered user. Click **Next**.

- STEP 4 **Verify the identity of the case**. Click **Next**. If the case number is incorrect, use the browser's back button to return to the prior screen
- The **File an Attorney Filed Document** screen will display. Select **Declaration Re: Electronic Filing**. Use the drop down list to locate the title or click on the

 "d" key repeatedly until the selection appears. Click **Next**.
- STEP 6 The **PDF Document Selection** screen will display.
 - Click Browse to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select Open to view the image. Once verified, double-click the PDF file or click Open to select and associate it with the docket entry.
 - ♦ The Attachments to Document option defaults to No. Click Next.

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 "Attachments to Documents" for instructions on how to file attachments. Click **Next**.

CM/ECF

External User's Guide

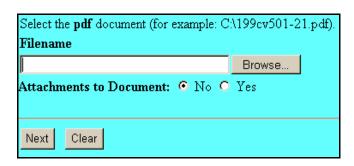
U.S. Bankruptcy Court, Southern District of Florida

Chapter II

Case Opening

Section 1.4.6

Declaration Re: Electronic Filing



CRITICAL ISSUE - The image MUST be viewed <u>before</u> attaching it to ensure that it is the correct document.

STEP 7 A docket report will appear requiring the filer to link the Declaration to it's corresponding event.

✓ 02/11/2006 1 Chapter 13 Voluntary Petition. [Fee Amount \$189] Chapter 13 Plan due by 2/27/2006. (Cradic, Cam)

In the above sample, the Declaration is linked to the petition.

- ♦ Click the check box(es) of the corresponding event(s). Click **Next.**
- STEP 8 Click **Next** at the following screen.
- STEP 9 The **Docket Text:** Final Text screen will display. This is the screen which commits the transaction. Click **Next**.

Docket Text: Final Text

Declaration Under Penalty of Perjury to Accompany Petitions, Schedules and Statements Filed Electronically by Attorney Cam Cradic Esq (Re: [1] Voluntary Petition (Chapter 13) filed by Joint Debtor Debbie Jones, Debtor Bobby Jones). (Cradic, Cam)

In the above sample, the item linked appears in the docket text. When viewing the court docket, the document number is a hypertext link.

	Rev. 2/9/00
CM/ECF	Chapter II
External User's Guide	Case Opening
	Section 1.4.6
U.S. Bankruptcy Court, Southern District of Florida	Declaration Re: Electronic Filing

- STEP 9 **Notice of Electronic Filing (frequently referred to as the NEF)** This is the verification that the document has been filed electronically.
 - ♦ The NEF will be served upon all case participants authorized to receive electronic service.
 - ◆ To view the court docket and/or notice, click on the case/docket number hypertext link and the system will prompt the user for a PACER login.